

**Federal Prison Camp
Marion, Illinois 62959
Admission
and
Orientation
Booklet**



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**** Regional Office:**

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** Camp Staff:

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**	E. Langheld	Case Manager
**	J. Williams	Counselor
**	R. Strauss	Unit Secretary
**	G. Shadowens	Case Manager
**	M. Lewis	Counselor
**	A. Kastner	Drug Treatment
**	T. Castellano	Teacher
**	R. Roloff	Chaplain
**	J. Munneke	Psychology Services

B. Weisel	R&D
D. Burlinson	R&D
B. Bryant	R&D
K. Brumleve	R&D
D. Allen	R&D
P. Neal	R&D

Food Service	Cook Foreman
Custody	Correctional Officer
Medical	Physician Assist/Nurse

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INTRODUCTION

The purpose of this handbook is to provide newly arrived inmates with general information regarding the United States Penitentiary/Satellite Camp (SCP), Marion, Illinois. This includes information on programs, procedures, rules and regulations that will be encountered during confinement. It is not an exhaustive citing of Bureau of Prisons' policies or procedures in effect. If additional clarification is needed, Program Statements and Institution Supplements are located in the Inmate Law Library for your review. More detailed information of this nature will be discussed during the Institution's Admission and Orientation (A & O) Program. The intent of this handbook is to help newly arrived inmates understand and acclimate to the prison setting at SCP, Marion by being initially informed of basic and essential rules, expectations and procedures concerning the institution and its operation. This initial phase also involves exposure to staff at the facility.

Orientation: Inmates are given a social and medical screening at the time of arrival, and may also be screened by mental health staff. Inmates are immediately provided, via the A&O booklet, a copy of the Institution's Rules and Regulations, which includes information regarding inmates' rights and responsibilities. All inmates are also provided a two-sided document upon arrival; one side has a Unit Orientation Checklist and the other side has an Institution A & O checklist. Unit orientation begins immediately and inmates are required to be seen by a Correctional Counselor, a Case Manager, the Unit Officer, and an Administrative Camp staff member to discuss issues of immediate concern regarding their initial adjustment. It is imperative each inmate receive the Unit Orientation by the Unit Officer during the shift in which the inmate arrives at SCP, Marion. The two-sided form will be turned in during the Institution A&O program. Inmates should review the A&O handbook upon their arrival. Inmates who have trouble reading, may bring the A&O handbook to unit staff in order to insure they are familiar with the information.

Within the first four weeks of an inmate's arrival at SCP, Marion, he will be scheduled for the Institution Admissions & Orientation Program. This program provides information from various departmental staff concerning programs, services, policies, and procedures at SCP, Marion. It is possible some program assignments occur before completion of the Institution A&O Program; e.g. formal work assignments once medically cleared.

SCP, Marion is organized under the Unit Management system. A unit is a self-contained inmate living area which includes both housing sections and office space for the unit staff. Each unit is staffed by a unit team directly responsible for those inmates living in the unit. The unit team offices at SCP, Marion are located in the Administration Building adjacent to the West Dormitory and adjacent to the Officer's station in the new dorm.

The staff assigned to SCP, Marion include a Camp Administrator, one Unit Manager, two Case Managers, two Counselors, one Secretary, a Drug Treatment Specialist, an Education staff member, a Medical staff member, a Chaplain, a Food Service staff member and Correctional Officers. Normally, the Unit Manager, Case Manager, Counselor, and Education Advisor will conduct the Inmate Program Reviews ("Team"). Staff from Psychology Services, Unit Officers, Unit Secretaries and other staff are welcome to attend whenever possible.

Inmates are assigned to a specific unit team caseload (Case Manager, Counselor, and Unit Secretary). The floor you are assigned is the determining factor of caseload assignments (See bulletin board located outside the Unit Manager's Office). Ordinarily, the resolution of issues is appropriately initiated at the unit team level. Unit team members often resolve the issue(s). If not, they direct an inmate to the appropriate staff or suggest constructive means by which to resolve the issue(s). Unit team staff are at the institution on weekdays and weekends from 7:30 a.m. to 4:00 p.m. Specific unit team staff have late shifts and are available from 4:00 p.m. - 9:00 p.m. on week days. A schedule of unit staff hours is posted in the hallway of the Administration Building area. Most unit staff at SCP, Marion have an "open door" policy and are accessible during their duty hours.

Initial Classification: Newly arrived inmates are scheduled to have an Initial Classification (inmates who are new commitments) or Inmate Program Review (inmates transferring from another institution) within 28 days of arrival. Inmates being re-committed on a violation of supervised release will receive such review within 14 days of their arrival. The purpose of these initial reviews is to insure an inmate is appropriately classified for a camp and to identify program needs and recommend programs in which to participate and complete. Attendance at these reviews is mandatory. Failure to attend will result in disciplinary action. Inmates are responsible for checking the daily callouts posted on the bulletin boards to see when they are scheduled for these reviews.

Inmate Program Reviews: Subsequent to a newly arrived inmate's first "Team," Inmate Program Reviews will occur on a regular basis as follows: at least every 180 days for inmates with more than 12 months remaining prior to release and at least every 90 days for inmates within 12 months of release. The purpose of these subsequent reviews is to assess the nature of an inmate's adjustment (e.g. work reports, quarters reports, interpersonal interactions, conduct), and to gauge and monitor an inmate's progress towards meeting recommended program goals established at previous reviews. These reviews also provide an opportunity to discuss classification matters (e.g. security and custody scoring) or make requests (e.g. transfer). Attendance at these reviews is mandatory. Failure to attend will result in disciplinary action. Inmates are responsible for checking the daily callouts posted on the bulletin boards to see when they are scheduled for these reviews. "Team" is prepared and scheduled by the Case Manager, and is attended by at least the Unit Manager and Counselor.

Special Teams: Inmates may request a "Team" via their respective Case Manager outside the timetable of a regularly scheduled Inmate Program Review. The Case Manager will assess the request (e.g. urgency, being a unit team issue). If warranted, the Case Manager may schedule the requested "Team."

Parole Hearings: Case Managers are responsible for completing required paperwork and scheduling those inmates who are serving paroleable sentences ("old law sentences") and who are entitled parole hearings. Case Managers will normally attend such hearings with the inmate to insure the U. S. Parole Commission Examiner has needed information and to facilitate the hearing process. Parole hearings are presently conducted via teleconference.

SECURITY PROCEDURES

Counts: A most basic and fundamental security procedure at the camp pertains to counts. There are regularly scheduled and mandated counts, and there are unscheduled counts (e.g. emergency, random). Regardless of the reason or nature, all counts are **ANNOUNCED**. **When announced, each inmate must return to his assigned quarters, and remain there quietly until staff announce the count is clear.** Any inmate deviating from this procedure (i.e. moving or away from assigned quarters prior to the count being clear, loud or disruptive during count)-will be subject to disciplinary action.

Official counts will be taken daily at or about 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. There is an 10:00 a.m. count on weekends and holidays. The 4:00 p.m. and 10:00 a.m. counts are mandated "**Stand-up**" counts. This means inmates must be standing in their assigned quarters (cubicle) area during the count. Non-compliant inmates will be subject to a disciplinary action for Failure to Stand Count. All counts require staff to make visual observation of the inmate's body ("seeing skin"). Inmates who are sleeping and are covered-up, may be awoken by staff. In such instances, staff are only complying with required count procedures.

Another related count procedure is a census count. A general census count is done daily at the camp in the morning and afternoon. These do not require inmates to return to their assigned quarters as an official count. However, **when ANNOUNCED that there is a census count (e.g. a formal census count), inmates are to remain in their present location (no movement) until it is announced the census count procedure is done.**

Boundaries: There are "Out of Bounds" signs posted along the wood lines adjacent to the camp facility. There is a map of the facility/grounds attached to this booklet, which delineates the authorized/unauthorized areas. Inmates should familiarize themselves with this map.

Searches: Another basic and essential security procedure concerns searches. This includes visual

Unassigned Inmates: Unassigned inmates shall report to the Unit Officer daily, at 8:00 a.m. and at 12:00 noon for accountability purposes and for assignment of general housekeeping tasks. Those inmates with medical conditions must make the Officer aware of their condition in order assist the Officer in assigning a task that will accommodate their medical condition. Unit Officers are the inmates' direct supervisor. Unit Officers are jointly supervised by the Unit Manager and the Operations Lieutenant. Unassigned inmates must sign in daily prior to 7:30a with the Camp Officer.

Communication: Staff at the camp are accessible during their work hours. Most staff have an open-door policy, and inmates are encouraged to approach staff when faced with questions, problems, concerns or issues. Staff at the camp are knowledgeable of policy and procedures, and have sound experience in dealing with inmate matters. They can ordinarily resolve matters of concern, or direct an inmate to appropriate staff or to constructive ways to resolve such matters.

The Inmate Request to Staff form ("cop-out"), is used to make a written request to a staff member. These forms are available in the Administration Building area and dorms. Any type of request can be made with this form. Staff members who receive cop-outs will ordinarily answer the requests within a reasonable time frame. Responses are generally written or typed on the bottom of the cop-out. They may be returned to you in person or via institution mail.

Inmates should check bulletin boards located in the Administration Building and new dormitory on a daily basis. Unit Staff utilize the bulletin boards to disseminate important information; such as notifications, call-outs, procedural and/or policy changes, assignments and assignment changes.

Wake-up: General wake-up for all inmates is 6:00 a.m. Work call is at 7:30 a.m. It is the inmate's responsibility to report for work. Late sleepers who are unable to maintain cubes or fail to arrive at work on time, are subject to disciplinary action.

ALL INMATES ARE TO BE CONSIDERATE OF INDIVIDUALS WORKING SWING-SHIFTS BY KEEPING NOISE LEVELS IN THE HOUSING UNITS TO A MINIMUM. THIS POLICY WILL BE STRICTLY ENFORCED.

Apparel: Inmates are not permitted to wear shorts or athletic/sports clothing in the Camp Administration Building area at any time. Shorts and sweat suits may be worn in the Camp Food Service only after 4:00 p.m. and on weekends and holidays. No headgear may be worn at any time in any camp building, with the exception of religious headgear.

FOOD SERVICE/MEALS

The Food Service Department provides meal choices of regular, Heart Healthy, no-meat, and Common Fare. Medical Diets are available when prescribed by the Medical Department. The Common Fare menu is a national menu which meets all religious requirements and can only be approved by the Chaplin. The "no-meat" selection must be approved by the Food Service Administrator if Camp inmates are being housed in the Special Housing Unit. The addition or removal from the no meat meals starts/stops on the first Sunday of each month. In addition to these menu selections a self-select salad bar is provided daily.

Meal schedules are as follows. "Last Call" will be announced 10 minutes prior to closing the dining room:

Monday - Friday

Breakfast: 5:30 a.m. - 6:30 a.m.

Lunch: 11:00 a.m. - 12:00 noon

Dinner will be served 3:00 p.m. - 3:30 p.m. and for 30 minutes after the 4:00 p.m. count clears.

Weekends and Holidays

Coffee Hour: 6:15 a.m. - 7:15 a.m.

Brunch: 10:30 a.m. - 11:30 a.m.

Dinner will be served 3:00 p.m. - 3:30 p.m. and for 30 minutes after the 4:00 p.m. count clears.

Camp staff will make inspections of the living quarters between 7:30 a.m. and 4:00 p.m., Monday through Friday. Discrepancies and violations will be noted, with inmates being directed to take corrective action. Continued/repetitive discrepancies and violations will be dealt with accordingly and will have definite consequences. These will include work assignment changes, change to the least preferred quarters assignments, negative impact on scoring for responsibility on security/custody classification, negative factor to be considered in community programming (e.g. RRC placement) and disciplinary action with all concomitant restrictions of privileges that can be imposed as disciplinary sanctions.

Feeding of animals is not authorized. Such feeding causes unnecessary sanitation problems/concerns, as well as safety concerns (i.e. bites, scratches, diseases).

QUARTERS RULES/STANDARDS

In order to minimize maintenance costs, permit uniform inspections, facilitate security and search procedures, and maintain orderly congregate living, SCP, Marion imposes regulations on inmate conduct in the dormitories. Additionally, the amount and type of furnishings and cubicle arrangements permitted in the dormitories are strictly controlled. Standardized cubicle arrangements and appearances are required to insure the security, sanitation and good order of the institution. To this end, Unit Staff and/or Officers inspect cubes on a daily basis, to ensure compliance. If a cubicle is not acceptable, corrective action will be taken. If corrective action is not taken or continued/repetitive discrepancies occur, further measures will occur as indicated in the above Sanitation section.

Noise levels in the living areas of the dorms will be kept to a minimum. Personal radios may be played in an inmate's cubicle, but headphones must be properly used. Musical instruments are not to be played in the living areas. Recreational activities, such as card playing or board games, should be conducted in recreation areas and not the living areas. Visiting and conversing in the living areas must be low-key and quiet in nature. Loud and boisterous activities or behavior will not be tolerated in the living areas. Such activities or behavior are disruptive and disrespectful to other inmates in the living areas. It will not be tolerated and incident reports will be written on inmates who engage in such disruptive activities.

All personal property items must be stored in the assigned cubicle locker. The quantity of personal property must be in compliance with limits stipulated in policy. Personal property items in excess of policy limits is unauthorized and considered contraband, and can subject one to disciplinary action.

Any homemade furnishings are prohibited and will be confiscated. This includes bed supports and shelves. Excess bedding items will be confiscated (e.g. double mattresses, double pillows). Items are not to be stored on top of lockers or walls (new dorm). Use of the cubicle wall light fixture (new dorm) as a shelf is strictly prohibited. Items found placed or stored in these areas are subject to confiscation.

Dorm lights are turned on at 6:00 a.m. and will remain on until 10:00 p.m.

Pictures cannot be posted on walls and can only be placed on the bulletin boards (if available) provided for this purpose. Suggestive pictures may not be posted in public view, and will be confiscated if in public view. Nude photos are not allowed.

All beds are to be made daily in the prescribed manner. If a cubicle is not acceptable, corrective action to include bed reassignments and/or incident reports can be expected.

Each inmate is responsible for the cleanliness and sanitation of his cubicle. Additionally, inmates are assigned cleaning tasks in the unit during off hours.

Everyone is responsible to clean-up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each day.

Beds will be made each weekday by 7:30 a.m. On weekends, beds will be made whenever inmates are awake or gone from the cubicle. At no time will a mattress or blanket be removed from a bunk and placed on the floor, nor will two or more mattresses or pillows be permitted on one bed. **Blankets are not permitted to be used as rugs on the floor or hung from the upper bunk as a screen for the lower bunk.**

and on weekends and holidays. No headgear may be worn at any time in any camp building, with the exception of religious headgear. "Do Rags" may be worn only in individual cubes.

All clothing, except socks, are stamped with a bin number and must be neatly stored in the individual lockers. Individual wash cloths and towels are issued to inmates.

Authorized footwear: one pair of steel-toed safety shoes, one pair of shower shoes, and two pair of athletic shoes will be placed under the bed.

Sunbathing/shirtless is only authorized in the areas behind the new dorm, the tennis courts and on the track. All other areas around the camp, to include the bleachers at the softball field are strictly off limits to sunbathing and going shirtless. Shirts must be worn when around or going to the Administration Building, East Recreation Area, Visiting Area., Baseball Fields, Education Area, and Bocci and Handball Courts.

Personal Property Limits: Items which may be retained are limited for sanitation and security reasons, and to ensure that excess property is not accumulated to the point it is a fire hazard or impairment to staff searches of the living area. A current copy of the Institution Supplement on Authorized Property Items can be located in the glassed bulletin board in Administration Building hallway area or in the Law Library.

Storage Space: Storage space in most dormitories consists of an individual locker, desk, or cabinet. Locks may be purchased in the institution Commissary. Limited space may also be available under the bed for approved items (shoes and legal materials). In addition to complying with property limits, the personal property must be neatly and safely placed in the designated areas.

Under no circumstances will any material be accumulated to the point where it will become a fire, sanitation, security, or housekeeping hazard.

Legal Materials: Inmates are allowed to maintain legal materials and supplies in their locker, and, if necessary, neatly stored under their beds. Those inmates who require additional storage space for personal legal materials should contact their counselor for assistance. If warranted, the counselor will refer the request for administrative review.

Commissary Items: The total value of an inmate's accumulated commissary items (excluding special purchase) will be limited to the monthly spending limitation.

Food Storage: Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be disposed of properly. Food items will be confiscated if found to be in excess of allowed limits, or are left unsealed. Only those food items purchased through the commissary are permitted in the inmate's living area with the exception of garden vegetables. These items will be stored to ensure spoilage does not become an issue. The food which is served in the dining hall must be consumed in the food service area and may not be taken to other areas of the camp, except for a fruit item.

Letters, Books, Newspapers, and Magazines: An inmate will be limited to the number of magazines, newspapers and books indicated in the Institution Supplement. These items must be neatly stored in the locker or on the shelf provided in each cubicle. **At no time will anything be tacked, stapled, or scotch-taped to any surface other than bulletin boards.**

Sports and Recreation Items: Reference the Institution Supplement for type and quantity of items allowed. All items must be neatly stored and maintained.

Radios and Watches: An inmate may not own or possess more than one approved radio or watch. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape player are not authorized.

Radios and watches may not have a value exceeding \$50.00. Radios and watches must be inscribed with the inmate's name and registration number. Only Walkman type radios are permitted, and headphones are required at all times. Inmates may not give items of value to another inmate, i.e., radio, watch, sneakers, and/or commissary items. Any item not properly marked with proof of ownership will be confiscated. Inmates

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It is sexually explicit or features nudity.

Special Mail: "Special Mail" is a category of correspondence which may be sent out of the Institution unopened and unread by staff, which includes correspondence to: The President and Vice President of the United States, U.S. Department of Justice, (including the Bureau of Prisons) U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

Special Mail also includes mail received from the following: All of those persons mentioned above, inclusive of letters from an inmate's attorney. Special Mail from an attorney must state the name of the attorney, the law firm, and **must** have the following statement "Special Legal Mail, Open Only in the Presence of the Inmate." See the Institution Supplement for current information.

At SCP, Marion, the Counselor or other unit team staff retrieve Special Mail from the mail room. It is then delivered to the inmate via opening the incoming Special Mail in the presence of the inmate. These items will be checked for contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope, and includes the specified statement above.

Without the adequate identification as Special Mail, the staff may treat the mail as general correspondence. In that case, the mail may be opened, read, and inspected.

Outgoing Special Mail procedures require the inmate to bring such mailings to the inmate dining room during the noon meal. Any staff from the Unit Team available in the dining room area, and the outgoing Special Mail will be given to the staff member.

Inmate Correspondence With Representatives of the News Media: An inmate may write through special mail procedures to representatives of the news media who are specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter or conduct a business or profession while in Bureau of Prisons' custody. Publishing under a byline may be prohibited conduct under certain circumstances. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as a media correspondence, and for content which is likely to promote any illegal activity.

Correspondence Between Confined Inmates: An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted only if the inmates have an immediate family relationship or the inmates are co-defendants in current legal action. Immediate family is strictly defined as parents, siblings, spouse and/or children. The following limitations are applicable:

Such correspondence may always be inspected and read by staff at the sending and the receiving institution. (it may not be sealed by the inmate).

The Unit Managers at both Federal Institutions must approve the correspondence. If a state institution is involved, the Chief Executive Officer (e.g. Warden) at each respective facility must approve. Failure to obtain prior approval may lead to disciplinary action, such as mail restriction.

Rejection of Correspondence: The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or it might facilitate criminal activity. Examples Include:

visiting room. After the visitor is processed, the Officer will summon the inmate to the visiting room.

Social visits are permitted from 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays, and Federal holidays, and on Friday nights from 5:00 p.m. to 8:00 p.m. Each inmate may receive a total of ten visits per month, with a maximum duration of seven hours per visit. A maximum of five adult visitors will be allowed during each visit.

All visitors including children must be approved by camp unit staff and listed on the inmate's visiting list, prior to the proposed visit. Visitors who are not on the approved visiting list will not be permitted to visit. Inmates must initiate requests for prospective visitors to their counselors.

Ordinarily, requested immediate family members (i.e. parents, siblings, spouse and children) who are identified and named in the Pre-Sentence Report will be approved without further processing; unless there is indication the immediate family member would pose a security threat or concern.

All other social visitors, whether extended family members or friends, require further processing steps. Specifically, inmates must mail a questionnaire and consent form to each prospective visitor. Once received, the prospective visitor must complete all items on these forms and return them directly (mail them to) the respective counselor. Once the counselor reviews the forms and conducts a background check, a decision will be made. Visiting forms may be picked up from your Counselor or the inmate Camp Clerk.

If a prospective visitor is approved, the counselor will ordinarily update the inmate's approved visiting list, and provide copies to the inmate and other appropriate areas (e.g. visiting room). The receipt of the updated visiting list serves to notify the inmate the visit is approved. It is then the inmate's responsibility to advise the prospective visitor of the approval. This responsibility applies to receipt of the initial approved visiting list or updated visiting lists. It is the inmate's responsibility to maintain a copy of the visiting list for proof should the computerized visiting program become inaccessible.

If a prospective visitor is disapproved for visiting privileges, the counselor will ordinarily notify the inmate via a written memorandum. This notification will generally cite the reason for disapproval. Inmates may appeal the disapproval via the Administrative Remedy procedure.

It is noted prospective visitors who are on any type of supervised release (e.g. parole, probation, Federal Supervised Release) will not be approved without written documentation from their supervised release agent that there is no objection to the proposed visiting and there is authorization to travel outside the supervision district.

Prospective visitors under the age of sixteen, must be accompanied by a responsible adult on the approved visiting list. Each visitor (adult) will be required to provide photo identification to the camp visiting room Officer. Individuals possessing non-photo ID's will not be permitted to visit.

Each adult visitor will be required to sign a Notification and Information Form indicating their relationship to the inmate, a complete address, inmate being visited, and acknowledging awareness and understanding of the Introduction of Contraband Form. Any attempt to bring unauthorized items into the Camp is a serious violation of Federal Law (USC Title 18 1791), and is punishable by imprisonment of up to ten years and/or fine.

Visiting procedures require photographs to be taken of visitors. Inmates should notify their approved visitors of this procedure in the event there are concerns. Visitors refusing to be photographed will not be allowed to visit.

Visitors may be asked to submit to a search and may be checked with a metal detector. **Visitors must bring authorized items to the visiting room in a clear conveyance (e.g. plastic-type bag).** Visitors' purses, attorneys' briefcases, etc. may be searched; and use of a clear conveyance facilitates this security concern/practice. Other personal articles belonging to visitors must be left/placed in their cars. The institution will not be responsible for lost or stolen property, and inmates should encourage their visitors to leave valuable property items at home or outside the institution grounds.

The visiting room Officer is responsible for the supervision of visits, and for enforcement of all visiting room regulations. The visiting room Officer will ensure that the door leading into the education area and those

Staff may terminate visits at any time for violations of the afore-mentioned regulations. Any violation of visiting rules or general misconduct may result in the visitor being removed from the visiting list.

The Satellite Camp, Marion, Illinois, is located about ten miles South of Marion, Illinois, just off Highway 148. Visitors will proceed through the front security gate(Checkpoint) and continue until you reach a stop sign. The visitor parking lot is located to the right of the stop sign. Proceed across the street to the Gymnasium and check in with the Visiting Room Officer.

Transportation to the institution can be arranged through local cab companies, including Marion Cab Company at (618) 993-8181 and Red Top Cab Company at (618) 997-1098. Greyhound Bus Lines travels to Marion and can be contacted at (618) 997-6158.

A public telephone is available at the front lobby of the main institution.

Special Visits: Requests for visits outside the normal visiting hours or outside the normal processing of visitors should be directed to your assigned Counselor. The Counselor will review the circumstances of the request. If warranted, the counselor will then forward the request for administrative review/action.

Attorney Visits: Attorneys must make advance appointments for each visit, by phoning the main institution, and asking for the Camp Unit Team. Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times, based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

During attorney visits, a reasonable amount of legal material may be allowed in the visiting area with prior approval. Inmates and their attorneys are expected to handle the transfer of legal materials through the mail. Only with prior approval, legal materials may be transferred during attorney visits. The material will be subject to inspection for contraband the same as Special Mail procedures.

Attorney Phone Calls: Inmate-Attorney calls should be allowed only when an inmate demonstrates that communication with the attorney by other means is not adequate. For example, when the inmate or attorney can demonstrate an imminent court deadline. In order to arrange an unmonitored phone call between an attorney and an inmate, the inmate must contact his Counselor. Phone calls placed through the regular inmate phones are subject to monitoring.

Consulate Calls and Visits: Foreign nationals may request telephone calls to their respective consulate offices through their Counselor. Upon request, Unit Team staff can assist inmates who are foreign nationals in locating the address of the nearest or requested consulate of their country. Additionally, the Warden must permit a consular representative to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. Such visiting requests are normally handled by the Unit Team in conjunction with administrative staff.

TELEPHONE

Telephone Use: There is an entire Program Statement, Telephone Regulations for Inmates, available in the law library. Telephone use is a privilege. Abuse of this privilege will subject an inmate to administrative and/or disciplinary curtailment of telephone privileges. Abuse and prohibited acts of telephone use include third party calls, use of another inmate's ITS account, sharing a phone call or arranging contraband drops or illegal acts over the phone. Incident reports for these types of acts range from low-moderate to greatest severity.

The use of telephones is a security issue. Monitoring/recording calls and requiring approved phone lists should emphasize the seriousness with which the institution approaches telephone activity. Needless to say, the introduction and/or use of **cellular telephones** constitute a significant concern for both the security and orderly running of the institution. If found with a **cellular telephone**, it is considered a **greatest severity prohibited act, and will be dealt with accordingly**.

There are eight phones, near the Officer's station in the New Dorm. Inmates must have enough money in their phone account to place a three minute phone call. All inmates should read and be familiar with the Institution Supplement entitled "Telephone Regulations for Inmates".

number

357926819

Long Distance Call:

1. Listen for the dial tone.
2. Enter 1, area code, and the telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC)
Example: 1-202-555-1234-357926819

Collect Long Distance Call

1. Listen for the dial tone.
2. Enter 0, then the 10 digit telephone number.
3. Wait for the new dial tone.
4. Enter your PAC
Example: 0-202-555-1234-

International Call:

1. Listen for the dial tone.
2. Enter 011, country code, city code, and telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC); example: 011-35-24-426973-357926819

International Collect Call: To call International Collect, you must first make a debit call to the party and inform them to call U.S. 888-832-3267 to have them establish an International Collect Account. After the account is established (normally 2-4 weeks), you will be able to call International Collect to the party establishing the account. Until the time the account is established, your International Collect call will be denied. To dial International Collect, dial 01 and then the country code, city code, and the telephone number.

To Obtain Your ITS Account Balance and the Cost of Your Last Call:

1. Listen for the dial tone.
2. Enter 118 and then enter your Phone Access Code (PAC).
Example: 118-357926819

Voice Response: A voice message will be given on the following telephone functions:

1. Your telephone account has been disabled.
2. The Access Code entered is not valid.
3. The telephone number entered is not allowed.
4. Your telephone account does not have sufficient funds to continue this telephone call.
5. Your telephone account does not have sufficient funds to place this call.
6. The telephone number entered has not been authorized.
7. Your telephone account is inactive.
8. This telephone account number is currently in use.
9. You are authorized for collect calls only.
10. You are **not** authorized for collect calls.
11. Your telephone account is not authorized to place calls at this time.
12. You are not authorized to place calls from this living unit.
13. All lines are busy at this time. Please wait a few minutes and then try again.
14. Your telephone account is being edited. Please try later.
15. Your telephone account is not authorized to place calls.

The cost of using the telephones is \$69.00 for your allotted 300 minutes. This equates out to approximately 23 cents a minute. A collect call cost an initial \$2.00 to initiate the call and 40 cents thereafter.

TRULINCS - Public Messaging: Inmate authorized computer terminals within each housing unit are subject to monitoring with regard to institutional security. Public message terminals are provided for sending and receiving electronic messages between approved contacts. Only inmates assigned to a particular unit may use the terminals in that unit. Each individual is solely responsible for his behavior while using the terminals. Threats, extortion, etc., may result in disciplinary action/prosecution for violation of regulating terminal usage. The hours of operation are from 6:00 a.m. until 9:30 p.m. daily

Electronic Messaging

- First, you must sign an Agreement Form and submit it to Unit Management.
- Once access is granted and you have approved email contacts, you may access the Messaging Service to begin exchanging messages with the public.

Prices are subject to change without notice.

Stamps and Debit Card Credits are sold each week. Stamps are sold in books or singles, in denominations of .01, .05, & .Forever; purchase limit is \$26.40 per week. However, you are only allowed to retain in your property three books of stamps at any given time. The maximum amount of Debit Card Credits that may be purchased each week is \$30.00 with a maximum of \$40.00 on your card at any one time. Stamps and Debit Credits do not count against your monthly spending limit. Items \$25.00 or more will not count against your monthly spending limit.

A centralized "Lockbox" has been established to receive inmate funds for deposit. As of November 12, 2004, all incoming inmate funds will only be processed through this Lockbox. The Lockbox will receipt funds Monday through Friday and process them within 24 hours.

Contact List –Mailing Labels

- You must enter into TRULINCS every person you desire to contact via Postal Mail.
- You will use TRULINCS to print mailing labels to be placed on all outgoing mail.
- The Re: field will print on the second line of the mailing label.
- Effective 30 days after activation, no postal mail will be processed without a TRULINCS mailing label attached.
- Labels are to be used for postal mail only. Inappropriate use of labels will result in disciplinary action.
- No return address labels should be printed.

Account Transactions

- The AIM Terminal will be removed!
- You will now view your current balances and the most recent 40 transactions for the following accounts using TRULINCS at no cost:
 - Commissary
 - TRUFONE/ITS
 - TRULINCS
- You may now print your account statements for a fee. addresses of contacts you only wish to communicate with via postal mail.

Send Funds (BP-199)

- You will now key all information related to sending Commissary Funds to an outside person into TRULINCS.
- You will then be required to print the form for free, sign it in the presence of Unit Management staff, and give the form to Unit Management staff.
- The payee must be on your Contact List.
- You will select the payee from a list of your contacts on the Send Funds screen.
- Recurring scheduled payments already established will continue.

Print Services

•Free Print Services

- Mailing Labels
- BP-199s

•Pay Print Services

- Emails
- Account Transactions
- Contact Lists
- Future Electronic Law Library Research

correspondence and photos, via institution mail only).

Each Inmate is responsible for informing his family, friends and other contacts of the Lockbox procedures.

Western Union procedures: Funds may be sent through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect Program will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent one of the following ways:

1. At an agent location with cash: The person sending funds must complete a Blue Quick Collect Send Form. To find the nearest agent they may call 1-800-325-6000 or internet www.westernunion.com.
2. By phone using a credit/debit card: The person sending funds may call 1-800-634-3422 and press option 2.
3. Online using a credit/debit card: The person sending the money may go to www.westernunion.com; then select Bill Payment and then Select Quick Collect.

For each Western Union Quick Collect transaction, the following information must be provided:

1. Inmate's Register Number; 2. Inmate's name; 3) City Code: **FBOP** and 4. State Code: **DC**

The inmate name and Register Number must be entered correctly. The City Code will always FBOP and the State Code will always be DC. If the sender does not provide the correction information, the transaction cannot be completed.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect Register Number and/or name is used and accepted and posted to the inmate's account who has that Register Number and/or name, funds will not be returned.

Western Union was charging \$9.95 fee for U. S cash transfers up to \$5,000 processed at Western Union agent locations. The fee is subject to change by Western Union. Also, transfers via the telephone or internet have higher fees; as do transfers involving non-U.S. money.

Questions or concerns regarding Western Union transfers should be directed to Western Union by the sender.

Withdrawals from Trust Fund Account: A standard form, BP-199, (commonly known as a "Form 24") is available on the TRULINCS system for the withdrawal of inmate funds from Commissary accounts. The Unit Manager approve withdrawals from the inmate's trust fund account up to \$249. Executive staff must approve withdrawals of \$250 or more. Withdrawals for Education and leisure time activities are approved by the Supervisor of Education.

Special Purchases: Special purchase items may be authorized by the Unit Manager.

Approval for Additional Postage Purchases: An inmate may be authorized to purchase (per commissary visit) and/or possess postage in excess of 60 stamps (of the denomination for first class, domestic, one ounce mailing) or the equivalent, only upon approval of the Associate Warden or a person of equivalent level. Requests of this nature should be directed to the Unit Manager.

HEALTH SERVICES OVERVIEW

Mission Statement: It is the mission of the Health Services Department of SCP, Marion, Illinois, to provide medically necessary healthcare to inmates effectively in accordance with proven standards of care without compromising public safety concerns inherent to the Bureau of Prisons overall mission. Health care will be provided to inmates by way of Primary Care Provider Teams (PCPT), which are designed to improve the delivery of health care services by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community

Emergency sick-call requests: Individuals who become sick or injured after routine sick-call, on weekends, holidays, or evenings, should request their Unit Officer or Detail Supervisor to call the Health Services Department to report the sick-call emergency to the staff nurse. The staff nurse will screen the call for triage. It is the clinical staff's determination whether an inmate needs to be seen immediately or a follow up appointment may be made.

Pharmacy and prescription pick-up: A refill box is in the waiting room of the Health Services Lobby to drop off empty prescription bottles. Pill Lines for the Camp are:

6:15 a.m. to 6:45 am - Insulin dependent Diabetic inmates and General population pill line inmates, routine prescriptions, and refill turn ins.

3:00 p.m. to 3:30 p.m. - Insulin dependent Diabetic inmates, General population inmates and routine prescriptions pick up.

Over-the-counter (OTC) medications may be recommended by the sick-call Triage Nurse. If you have sufficient funds in your account, you will be referred to Commissary to purchase most over-the-counter medications. Only indigent inmates will be provided OTC medications from the Pharmacy. Any inmate being evaluated for a medical problem may be given any necessary prescriptions at the time of his appointment or triage, if indicated. All inmates must show their Commissary ID card to pick up medication at the Pharmacy.

Physical examinations and initial health status assessment:

Intake Screening - This will be conducted for each newly committed inmate, as well as any inmate in holdover status, upon arrival at SCP Marion. Inmates are screened for conditions such as any urgent medical, mental health care needs, restrictions on temporary work assignments, infectious disease, and lice infestation. Lice-infested inmates shall undergo appropriate delousing procedures prior to transfer to regular housing.

Complete Physical Examination - Health Services staff shall conduct a complete health status examination on each individual in custody within 14 days of admission of any sentenced designated inmate at an institution. For an inmate who has transferred from another Bureau of Prisons facility, Health Services staff will not conduct a second complete initial physical assessment, if the inmate does not present any medical problems and has already had a complete health assessment.

Periodic Health Examinations: The medical director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population. Patient education will be provided with individual clinical encounters.

Pre-Release Examinations: An inmate may request a pre-release physical exam, if his last physical was over a year. To request a pre-release exam, the inmate will submit a cop-out(Inmate Request to Staff, BP 148) at least 3 months prior to release date.

Diagnostic procedures will only be performed as part of a physical examination, when clinically indicated. A Tuberculosis skin test (TST) is performed within two (2) working days after arrival. The TST tests for detection of Tuberculosis is a mandatory procedure for the protection of the patient, as well as other inmates and staff.

Diagnostic procedures for other communicable diseases shall be performed at the discretion of the clinician based upon clinical or historical presentation. Any inmate who refuses such diagnostic procedures shall be segregated from the general population for an appropriate clinical period of time to be determined by the Health Services staff.

Medically Unassigned: is a recovery period for post-operations or injuries, normally not to exceed 30 days with full institution privileges. Recreational activity **may or may not** be allowed, depending on the attending clinician.

Light Duty: the inmate is restricted from certain types of work or work areas due to medical limitations. Restrictions will be specific. When placed on restricted duty, the medical staff will provide the work detail, unit staff, and Control Center staff with copies of the status report.

Shoes: The institution is required by policy to provide inmates with properly fitting shoes. The style of shoes available is determined by staff. If you have foot problems, they are to be addressed at routine sick-call by the mid-level practitioner(s). However, you must be aware the criteria used to determine the need for "special shoes" includes whether or not you have a valid anatomic deformity related to a birth defect or orthopedic problem. We do not authorize "special shoes" for the following reasons: 1) Callouses, 2) Blisters, or 3) Personal dislike of the regularly issued shoes (i.e. "I don't like these shoes, they hurt my feet.") You may also buy athletic shoes and steel-toe tennis shoes through the Commissary via Special Purchase Order. **WE DO NOT ALLOW YOU TO HAVE SHOES SENT IN FROM THE OUTSIDE UNLESS MEDICALLY NECESSARY.**

Eyeglasses and contact lens: You may request to see the optometrist via sick-call for a routine eye examination and refraction for prescription eyeglasses. Clinical staff will review your request for medical necessity. Reading glasses and sunglasses are available for sale in the Commissary. Contact lenses may only be prescribed when, in the clinical judgement of an ophthalmologist, with the concurrence of the Clinical Director. When an eye refractive error is best treated with the prescription of contact lenses, this determination also requires the approval of the Clinical Director. Any prescription eyeglasses you wish to have sent in at your own expense requires you to have your unit team assist you with initiating a package permit form. The unit staff will route the package permit to Health Services for signature approval.

Living Will Policy: In the event you become critically ill or are hospitalized with a serious illness, you are entitled to express your wishes through advanced directives or living wills. It is a state law in Illinois that once you enter a hospital, you are required to sign an Advanced Directive document and your wishes will be respected. If you wish to initiate any advance directives, please notify Health Information staff in the Health Services Unit.

Compassionate release program: In the event you are found to have a terminal illness or disease, and the diagnosis is validated, and you have been given a life expectancy of less than one year, you may request to be considered for a compassionate release through the Compassionate Release Program. You should address all questions regarding this matter to the Health Services Administrator.

Smoking cessation program: SCP Marion is a tobacco free facility. Inmates who wish to quit smoking can participate in a smoking cessation program. Nicotine replacement therapy (NRT) is available for sale in the Commissary. Inmates must first be evaluated by Health Services Staff, an authorization must be submitted to Commissary, prior to the purchase of NRT patches.

Inmate co-payment program: Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and USP Marion provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

A. Application:

The Inmate Co-payment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health/dental care visit, if you receive health care services in connection with a

weekends.

2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a pre-release physical examination as defined by BOP policy.
13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided. When co-pay is implemented, you have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict body harm or injury.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete the agreement of an Advance Directive or a Living Will.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.

Religious Services Program Assistant. We have contract Chaplains to assist you as well, including: Muslim, Nation of Islam, Moorish Science Temple, Jewish, Native American, and a Catholic priest. We have Volunteers of various faith groups who conduct programs and services. The only religious diet we provide is the Common Fare diet; see a Chaplain to request admission to the diet. We conduct and arrange Worship Services, Holy Day observations, and other spiritual activities that are coordinated through the Chaplain's office. If your family has an emergency at home, such as: hospitalization, a death, an accident, etc.; we can assist you with communicating to them during the crisis. We have copies of sacred Scriptures that are available, you just need to submit a "cop-out" to the Religious Services Dept. Additional information is available during the Orientation Program, or from a Chaplain directly.

PSYCHOLOGY AND PSYCHIATRIC PROGRAMS

Psychology Services provides counseling and a variety of programs to assist inmates who have mental health issues. Psychology Services assesses, treats and monitors inmates with mental health problems, and provides crisis counseling, drug abuse treatment and suicide prevention

of the institution will result in the necessary action to prevent the threat, 4) State law requires release of information regarding child abuse, 5) Records that are requested by subpoena or court order will be released, 6) Psychology records will be used to construct a defense if you file suit, 7) Competency assessments are not confidential. Also Psychology staff respect the privacy of inmates who disclose personal information. Ordinarily, what you tell a psychologist in session remains private, with the following exceptions: 1) Intake Screening Summaries are placed in the central file, 2) Perceived intention to harm yourself or another person or a perceived threat to the security or orderly running, reports are sometimes requested by another department or agency (e.g., Parole Board); you will be notified when such a report is prepared and sent, 8) For routine progress review, correctional counseling, and release preparation, your unit team may request information or recommendations, 9) Health Services may request information to assist with your healthcare

Most Psychology Services programs are voluntary, with the exception of the Drug Education Program. An inmate may either volunteer for, or be recommended to participate in, the Drug Education Program. The Drug Education Program will be recommended by the unit team, if an inmate has been sentenced or returned to custody as a violator after September 30, 1991; and it is determined that:

1. There is evidence that alcohol or other drug use contributed to the commission of the instant offense.
2. Alcohol or other drug use was a reason for violation either of supervised release (including probation/parole) or BOP community status (Residential Re-entry Center placement) for which the inmate is now incarcerated.
3. The inmate was recommended for drug programming during incarceration by the sentencing judge.
4. There is evidence of a history of alcohol or other drug use. For example, your history of alcohol and /or drug use within the past five years is emphasized in the PSR.

The Non-Residential Drug Abuse Programming is also available at this institution for inmates who want to volunteer for treatment. The program is approximately three hours per week for approximately four months. Please submit an Inmate Request to Staff Member form to Psychology Services, if interested.

The BOP offers Residential Drug Abuse Programming (RDAP) at several institutions. To be eligible, you must have a verifiable history of substance abuse, and be willing to transfer to another facility. Interested inmates are ordinarily screened for RDAP eligibility when they are between 24 and 36 months from their projected release date. The program lasts approximately nine months followed by one year of Transitional Services (aftercare). You must also successfully complete six months placement in a Residential Re-Entry Center (RRC). If you are interested in RDAP, and within the appropriate time frame, please submit a Inmate Request to Staff form to the Drug Abuse Program Coordinator.

Psychology Services is strongly committed to the deterrence and prevention of suicide. At times, inmates experience extreme depression and hopelessness, particularly if they are newly incarcerated, serving long sentences, or experiencing relationship problems. If you begin to consider suicide, it is important that you seek assistance immediately. Staff are trained to monitor inmates for signs of suicide risk and to intervene.

from these programs after 240 hours. However, if an inmate has not completed the GED/Literacy Program after participation in the class for 240 hours, the inmate may choose to either continue the program or drop out, unless mandated by other statute. SCP, Marion encourages all inmates to pursue their GED or advance their Education in some manner. All promotions above entry grade level are contingent upon completion of a literacy program (completing GED requirements). Refusal to participate in this program, if required, will limit the inmate to receipt of Maintenance Pay, at the rate of \$5.25 per month. Adult Continuing Education classes are offered during evening hours. The Bureau does not pay for college level classes, but instead assists the inmate in enrollment if he has funds available.

Apprenticeship & Advanced Occupational Training: Apprenticeship Training is afforded inmates housed at SCP, Marion. Apprenticeship in Electrical, Plumbing, HVAC, Water Treatment and Waste Water Treatment trades are offered. Changes in these preceding programs may have occurred since issuance of this handbook. If interested, check with unit or education staff for what programs are currently being offered and any pre-requisites requirements. Successful completion of an Apprenticeship program usually includes testing and obtaining a professional license issued by the governing Federal, State or local agency.

The purpose of these tests is to measure educational achievement, general ability, and assist residents in developing personal program goals for growth during their confinement. The testing also assists in identifying appropriate entry levels for those participating in educational programs.

SAFETY

An inmate compensation book is given to each inmate, enclosed in the book is a BP-169 which explains the basic safety rules for the BOP. Read the information sign and date the document. The book is yours to keep.

Job Orientation: Upon assignment to a job or detail each inmate will receive initial training by his supervisor concerning safe work methods and will include a demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the work place, and to understand the protective devices & clothing provided, i.e., gloves, goggles, ear protection, safety shoes, machine guards. Workers will also be trained to recognize deficiencies in their work area and to report the deficiencies to their supervisors.

Haz-Com, and MSDS: Hazardous Materials Communication program for the Bureau of Prisons will apply to all departments using hazardous materials as part of a manufacturing process, maintenance operations, construction projects and daily operations within a department.

Every chemical being used must be properly labeled and have an MSDS (Material Safety Data Sheet). MSDS will be readily accessible to inmates when they are in their work areas. The MSDS lists information relative to the storage, use, and disposal of the material, as well as the personnel protective equipment required. Master copies of the MSDS will be kept on file in the Safety Department. Copies of MSDS are also required to be on file at any site where that particular product is in use. These MSDS are available to all staff and inmates working with or exposed to the products.

Inmate Injury: If you are injured, notify your supervisor immediately. He or she will then send you to Health Services for medical care. If you are injured and it results in more than three days lost time from work, the case will be reviewed by the Safety Manager, and the Central Safety Committee to determine if the injury is work-related. Basically, if you are injured while at an assigned work place during assigned hours and was incidental to the employment then it is a work-related incident (example: if you are injured playing basketball it is not considered work related). When an injury has been determined to be work-related, you will receive 75% of your base pay until you return to work. If your injury results in a disability (loss of an appendage) you should contact the Safety Manager at your facility 45 days prior to release. The Safety Manager will arrange for a medical analysis of your injuries to determine if the disability has stabilized (it will not get better or worse). The Safety Manager will then forward the packet to Washington, D.C., for adjudication determination of eligibility for payment. This is not based on the inmate pay scale.

Reporting Hazards: If you believe that an unsafe or unhealthful condition exists in your workplace report the condition to your Detail Supervisor. If he or she fails to take action, then you report the condition to the Department head. If that fails then you come report it to the Safety Manager. If an unsafe condition exists that could cause serious bodily injury, or death then you report it directly to the Safety Manager.

Executive Order 12196: Protects you from adverse actions due to reporting a hazard. This means that if you

Escorted Trips: Bedside visits or funeral trips may be authorized for inmates, when an immediate family member is seriously ill, in critical condition, or has passed away. Normally, one staff member will escort the inmate during the entire trip. The inmate is responsible for all costs involved, excluding the first eight hours the employee is on duty.

There are occasions when an escorted trip is not approved, even when all policy required conditions are met, based on a determination that a perceived danger to Bureau Staff may result, or the security concerns of the individual inmate might outweigh the need to visit the community.

Furloughs: A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other federal, or state agents. Furloughs are a privilege, not a right, and are granted only when policy requirements and eligibility criteria are met. The Program Statement on furloughs is available in the inmate law library. Generally, inmates with convictions categorized as a crime of violence, history of violence, history of escapes and/or history of firearms, will not ordinarily be granted a furlough. Additionally, inmates with current offenses and/or offense backgrounds that are deemed serious and/or would raise undue public concerns, will not be granted furloughs. The same applies when a furlough would depreciate the seriousness of an offense.

Applications for social furloughs must be completed and turned in to your Counselor. Bear in mind that the furlough consideration process also involves contact and input from respective U. S. Probation Offices. This process can take time and requests for furloughs should be made well in advance of any requested time period.

Transfers: Bureau of Prisons policy indicates that once an inmate is within 500 miles of his residence area, no nearer release transfer referrals should be made. If an inmate is beyond 500 miles of his residence, he will be required to stay at this institution a minimum of eighteen (18) months with good institutional adjustment before being considered for a nearer release transfer to another institution. There are other types of transfers that occur, including transfers to an institution for participation in the Residential Drug Abuse Program (RDAP) or RRC ("halfway house) transfers. There are also disciplinary transfers, greater security transfers and other administrative transfers. Transfer requests should be directed to your unit team.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method designed to monitor the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified in writing by their Case Manager.

Marriages: If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate and parties involved. Government funds may not be used for marriage expenses. There is a Program Statement on inmate marriages, which is available in the camp law library. Generally, this is a protracted process in that it requires initial paperwork from the inmate and fiancée, and then unit team must seek input from the U. S. Probation Office, Chaplain, Medical Services, Psychology Services, and Captain.

Inmate Financial Responsibility Program (IFRP): The Inmate Financial Responsibility Program was implemented to facilitate and encourage sentenced inmates to meet their court-ordered financial obligations. The most common of these obligations include Special Assessments, Fines and Restitution. These obligations and payment schedules are normally stipulated in the Judgement in a Criminal Case. This is the primary document unit team staff research concerning IFRP.

Each inmate with a financial obligation, regardless of the extent of resources, should develop a financial plan with members of the unit team. This will occur at Initial Classification or the first Program Review. The Case Manager is the primary unit team staff member monitoring IFRP and their inmates' participation/status in IFRP. A financial plan normally involves payments from the inmate's trust fund account. There are also provisions for outside payments; which require the inmate to provide documentation (i.e. receipts) that payments have been made.

When an inmate has the resources to do so, it is intended that full payment will be made as expeditiously as possible. Minimum payments are defined as \$25 every quarter (March, June, September and December). However, inmates must make payments commensurate with their resources. Inmates with considerable

SENTRY program, unit staff **must** indicate if the repetitive payment is to be made monthly or quarterly. Quarterly repetitive payments should be requested only from non-UNICOR and UNICOR Grade 5 inmates. The OFM shall process quarterly repetitive payments **once** each quarter during the last month of each quarter (December, March, June and September). Any contract indicating quarterly repetitive payments OFM received during the first or second month of the quarter are to be held and processed during the last month of the quarter.

Monitoring. Participation and/or progress in the Inmate Financial Responsibility Program will be reviewed each time staff assess an inmate's demonstrated level of responsible behavior.

At these reviews, the status of the payment plan and the inmate's degree of participation is to be reflected on the Program Review Report. Unit staff will indicate the total amount deposited into the inmate's trust fund account for the previous six months in the "FRP Plan/Progress" section of the Program Review Report form.

If an inmate is not making payments commensurate with these deposits, unit staff must also document the specific reasons. Unit staff may make positive comments regarding the inmate's FRP participation. Reports on the status of the inmate's participation are also to be reflected on his or her progress report.

When a progress report is prepared for release purposes, a statement as to how the inmate will continue the financial plan, if applicable, after release from custody is to be included.

Effects of Non-participation. Refusal by an inmate to participate in the financial responsibility program or to comply with the provisions of his financial plan ordinarily shall result in the following:

1. Where applicable, the Parole Commission will be notified of the inmate's failure to participate;
2. The inmate will not receive any furlough (other than possibly an emergency or medical furlough). This restriction does not apply to inmates requiring medical furloughs and inmates with "OUT" or "COM" custody who are transferring from one institution to a minimum security level institution via an unescorted transfer.
3. The inmate will not receive performance pay above the maintenance pay level, or bonus pay, or vacation pay;
4. The inmate will not be assigned to any work detail outside the secure perimeter of the facility. Additionally, inmates will not be permitted to participate in activities outside the secure perimeter, such as speaking engagements.
5. The inmate will not be placed in UNICOR. Any inmate assigned to UNICOR who fails to make adequate progress on his/her financial plan will be removed from UNICOR, and once removed, may not be placed on a UNICOR waiting list for six months. Any exceptions to this require approval of the Warden. The unit team may recommend an inmate for priority placement in UNICOR to assist in paying a significant financial obligation. Ordinarily, an inmate will not be recommended for priority placement unless he or she has obligations totaling at least \$1,000 and limited outside resources.
6. The inmate shall be subject to a monthly commissary spending limitation more stringent than the monthly commissary spending limitation set for all inmates. This more stringent commissary spending limitation for IFRP refuses shall be at least \$25 per month, excluding purchases of stamps, telephone credits, and, if the inmate is a common fare participant, Kosher/Halal certified shelf-stable entrees to the extent that such purchases are allowable under pertinent Bureau regulations. Inmates in IFRP "REFUSE" status will not be permitted to spend more than \$25 per month in commissary, excluding purchases of stamps and telephone credits. Staff will not approve any special purchase item request(s) for inmates in IFRP "REFUSE" status, except for purchases of Kosher/Halal certified shelf-stable entrees for those inmates verified as common fare participants.
7. The inmate will be quartered in the lowest housing status (dormitory, double bunking, etc.);
8. The inmate will not be placed in a community-based program. The unit team is to consider the inmate's participation in the IFRP as an important factor when determining Community Corrections Center (CCC) placement.
9. The inmate will not receive a release gratuity unless approved by the Warden. When a non-participating

patient has the right to refuse intervention or request discontinuation of treatment. A person also has the right to make his wishes regarding medical treatment known before such treatment might become necessary.

In order to protect the rights of an individual to avoid unwanted medical intrusions into his body, a wide number of states have recognized the right of a competent person to make binding declarations regarding medical care and treatment to be provided should that person no longer be competent or able to determine which life sustaining procedures are objectionable to him.

Although inmates reaching a point where they would likely require this level of care would not normally be housed at SCP, Marion, the possibility of sudden and unforeseen medical occurrences exists.

Should an inmate desire a Living Will/Advance Directive delineating which medical procedures or interventions he finds objectionable and does not want initiated, he should write to the Health Services Administrator requesting assistance in drafting such a document. Health Services, the Attorney Advisor, Unit Management, Chaplaincy Services and Psychology Services will assist in preparing a document that meets the legal requirements of the State of Illinois and which accurately reflects the wishes of the inmate.

Although this document is legally binding, care will not be withheld while the inmate is physically at this facility. If an Advance Directive/Living Will exists the document reflecting the inmate's wishes will be forwarded to any facility providing medical care and decisions regarding its implementation will be made by that facility in accordance with that facilities policies and state law.

LEGAL SERVICES/PROCEDURES/ISSUES

Law Library: The Law Library is located in the Education department. It is open during convenient, non-working hours, including weekends and holidays. An inmate Law Library clerk is available for assistance with legal research. Additionally, an electronic law library is now available for inmate use.

Notary Public: Notary Publics are available. Consult your Unit Team. Case Managers are authorized to administer oaths and acknowledgments. Some states will not accept this provision for real estate transactions, automobile sales, etc.

Copies of Legal Materials: In accordance with Institutional procedures, inmates may copy legal materials necessary for their research or legal matters. The commissary has a copy machine available for inmate use. Inmates will be assessed a fee for the using the copier which will be accessible after last call on all commissary days.

Storage of Legal Materials: Inmates are allowed to maintain legal materials and supplies in their locker, and, if necessary, neatly stored under their beds. Those inmates who require additional storage space for personal legal materials should contact their counselor for assistance.

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit, by phoning the main institution, and asking for the Unit Team. Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times, based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. During attorney visits, a reasonable amount of legal material may be allowed in the Visiting Area with prior approval. Legal materials may be transferred during attorney visits, but it is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described in the Mail Procedures Section. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Special Mail: "Special Mail" is a category of correspondence which may be sent out of the Institution unopened and unread by staff, which includes correspondence to: The President and Vice President of the United States, U.S. Department of Justice, (including the Bureau of Prisons) U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation is usually the last chance to correct an injustice which has occurred in the criminal justice system. Inmates applying for Commutation of Sentence must do so on forms available from the Unit Team. The rules governing these petitions are available from the Law Library.

A Pardon may not be applied for until the expiration of at least five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violations of narcotics laws, gun control laws, income tax laws, perjury, and violation of public trust involving personal dishonesty, fraud involving substantial amounts of money, violations involving organized crime, a waiting period of seven years is usually required.

Administrative Remedy Process: The Bureau emphasizes and encourages resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members. This is usually done with the Informal Resolution Form. When an informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy process.

The first step of the Administrative Remedy Procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form. The inmate will return the completed BP-229 to the counselor who issued the form. The counselor will forward the form to the Administrative Remedy Clerk who will review the material to insure that an attempt at informal resolution was made.

The BP-229 Complaint must be filed within twenty calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty days, but the inmate must be notified of the extension.

If the inmate is not satisfied with the response of the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty calendar days from the date of the BP-229 Response. The regional appeal is written on a BP-230 (BP-10) form, and must contain a copy of the BP-229 form and response attached. The regional appeal must be answered within thirty calendar days, but the time limit may be extended an additional thirty days if the inmate is notified.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must contain copies of the BP-229 and BP-230 forms with responses.

The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within forty calendar days, but the time limit may be extended for an additional twenty days if the inmate is notified.

In writing a BP-229, BP-230, or a BP-231, the form should contain the following information:

Statement of Facts
Grounds for Relief
Relief Requested
Time Limits in Calendar Days

Filing:

BP-229: twenty days of incident
BP-230: twenty days from BP-229 Response
BP-231: thirty days from BP-230 Response

Response:

BP-229: twenty days
BP-230: thirty days

Extensions:

BP-229: twenty days
BP-230: thirty days

an inmate to use this procedure, the warrant must be lodged at the institution. If no detainer is actually lodged at the institution, but the inmate knows of impending charges, it is important for the inmate to contact the court and the district attorney, due to the fact that the detainer notice may start the time running for a Speedy Trial Act Agreement.

Notification of Release to State and Local Law Enforcement Officials: Section 20417 of Public Law 103-322 requires the Bureau of Prisons to notify state and local law enforcement officials at least five days prior to releasing to Supervised Release, Probation, or Parole, prisoners who have been convicted of a drug trafficking crime, or have a current or prior conviction for a crime of violence.

A "drug trafficking crime" is any offense under 21 U.S.C. 822 through 863 (inclusive), 21 U.S.C. 959 through 971 (inclusive), or 46 U.S.C. App. 1903 (see 18 U.S.C. 924 C (2)).

Crimes of Violence are defined in the Program Statement "Categorization of Offenses" and Definition of Crimes of Violence." Policy in this area does provide for some discretion concerning some offenses; with general criteria" 1) has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or 2) that by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense (see 18 U.S.C. 924c).

Prior convictions for violence must be for felonies. For prior drug trafficking offenses, staff are to only consider Federal crimes as a basis for notification. All information shall be obtained from the Judgment and Commitment Order and the Pre-Sentence Investigation Report. All newly designated inmates identified by the applicability criteria shall be notified in writing at their Initial Classification.

Correctional Systems Department

The **CSD** department is comprised of the Records Office, the Mail Room, and Receiving & Discharge. Inmate inquiries should be addressed to the appropriate section of the department.

Records Office: Correctional Systems Officers (CSO) review Judgment & Commitment files to ensure policy compliance of sentence computations. If changes are made, a copy of the sentence computation will be sent to the inmate and to the Unit Team. Direct court commits will also receive a copy of the sentence computation. The **CSO** will check the Presentence Investigation for pending charges or detainers and process the appropriate inquiry paperwork and forward a copy of the paperwork to the inmate and the Unit Team. With the implementation of sentence procedures for the Violent Crime Control and Law Enforcement Act (VCCLEA) of 1994 and the Prison Litigation Act (PLRA) of 1995, the Records Office may change sentence structures to comply with policy and federal law that controls how these sentences operate in relationship to the Sentencing Reform Act (SRA) of 1984 and to the "Old Law" sentences. Good Conduct Time awards and sanctions under VCCLEA and PLRA sentences will be addressed individually with inmates that have questions pertaining to their sentence structures.

Mail Room: Mail Room staff shall open and inspect all incoming general correspondence. Incoming general correspondence may be read as frequently as necessary to maintain security or monitor a particular problem confronting an inmate. The inmate will receive a copy of the form used to reject correspondence or publications. It is the inmate's responsibility to inform his attorney of the proper procedures governing the addressing of incoming Special Mail. The inmate must include his committed name and register number in the return address of all outgoing mail. Only properly addressed outgoing Special Mail may be sealed by inmates.

Receiving and Discharge: Inmate property will be inventoried and documented on a BP-383. This form can be used by the inmate to prove ownership of property. Staff will make arrangements to have the inmate escorted to R&D when his property has been processed for receiving. Release clothing may be sent in 30 days prior to the expiration of a sentence or release to a halfway house. Inmates should contact the Unit Team to obtain a Package Authorization for release clothing. Inmates may send property home at their expense anytime by contacting the Unit Team for assistance.

Good Time Procedures: CSD keeps records of inmates good time data. There are old law sentence good time procedures (e.g. statutory good time, extra good time, forfeited/withheld statutory good time and restoration of forfeited/withheld statutory good time). These types of sentence are relatively few in current inmate populations. The vast majority of inmate populations now serve new law sentences, which have Good Conduct Time (GCT) procedures. Generally, inmates under new law sentences receive up to 54 days GCT every 12 months from the start of the sentence. GCT can be disallowed as a disciplinary sanction from the Discipline Hearing Officer

for inmates to assume increasing levels of responsibility, while, at the same time, providing sufficient restrictions to promote community safety and convey the sanctioning value of the sentence.

Home Confinement provides an option for inmates who do not need the structure of a residential facility. Statutory provisions limit the length of Home Confinement to the last 10% of the sentence, or six months, whichever is less. Inmates are required to pay subsistence of 25% of their gross income to defray the costs of Home Confinement and electronic monitoring. This program is operated in conjunction with RRC placement; it does not occur from or while confined at the institution. It only occurs during the RRC placement period.

The Bureau is involved in two Home Confinement programs: Home Confinement operates from the Bureau's own network of RRCs and the U.S. Probation Division program.

1) RRC Contractors. The first form of Home Confinement is CCC contractor-operated programs. In these programs, CCC staff monitor the inmate. Currently, only a few of these programs use electronic monitoring equipment. Supervision is provided by daily telephone contacts and periodic personal contacts in the home and workplace.

2) U.S. Probation Office. The second form of Home Confinement involves placing federal inmates in programs operated by the U.S. Probation Office. These programs use electronic monitoring equipment with U.S. Probation Officers providing supervision.

INMATE RIGHTS AND RESPONSIBILITIES

1. **RIGHTS:** You have the right to expect that as a human being you will be treated respectfully, impartially and fairly by all personnel.
RESPONSIBILITIES: You have the responsibility to treat others, both employees and inmates, in the same manner.
2. **RIGHTS:** You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
RESPONSIBILITIES: You have the responsibility to know and abide by them.
3. **RIGHTS:** You have the right to freedom of religious affiliation, and voluntary religious worship.
RESPONSIBILITIES: You have the responsibility to recognize and respect the rights of others in this regard.
4. **RIGHTS:** You have the right to health care, which includes nutritious meals proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment
RESPONSIBILITIES: It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to see medical and dental care as you may need it.
5. **RIGHTS:** You have the right to correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
RESPONSIBILITIES: It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. **RIGHTS:** You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as legality of your convictions, civil matters, pending criminal cases, and conditions of your imprisonment.)
RESPONSIBILITIES: You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. **RIGHTS:** You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
RESPONSIBILITIES: You have the responsibility to use the services of an attorney honestly and fairly.
8. **RIGHTS:** You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
RESPONSIBILITIES: It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to use materials and assistance.
9. **RIGHTS:** You have the right to a wide range of reading material for materials for educational purposes and for

(a) A person is not responsible for his conduct if, at the time of the conduct, the person, as a result of a severe mental disease or defect, was unable to appreciate the nature and quality or the wrongfulness of his acts. When a person is determined not responsible for his conduct, the Incident Report is to show as a finding that the person did not commit the prohibited act because that person was found not to be mentally responsible for his conduct.

The Incident Report is to be retained in the inmate central file. The Discipline Hearing Officer (DHO) or the Unit Discipline Committee (UDC), if it takes final action, shall enter the DHO or UDC finding that the person was not responsible for his conduct into SENTRY in the inmate's Chronological Disciplinary Record.

(b) A person is incompetent if that person lacks the ability to understand the nature of the disciplinary proceedings, or to assist in his defense at the proceedings. When a person is determined incompetent, the disciplinary proceedings shall be postponed until such time as the inmate is able to understand the nature of the disciplinary proceedings and to assist in his defense at those proceedings. If competency is not restored within a reasonable period of time, the Incident Report is to show as a finding that the inmate is incompetent to assist in his or her defense at the disciplinary proceedings.]

The Incident Report is to be retained in the inmate central file. The DHO or the UDC chairman shall record the finding that the person was determined incompetent into SENTRY in the inmate's Chronological Disciplinary Record.

It is generally the UDC which initiates referral to the appropriate mental health professional. Where this occurs, the completed mental health evaluation is to be returned to the UDC. The UDC will then decide whether the incident may be handled by the UDC (other than greatest severity), or whether it should be referred to the DHO. In Greatest Severity cases (see Chapter 4), the UDC may refer an inmate for a mental health evaluation concurrently with the required referral to the Discipline Hearing Officer. The completed evaluation is to be returned to the UDC, who will then forward it to the DHO.

(7) Accurate, detailed reports of disciplinary actions shall be maintained in accordance with the requirements of this Program Statement.

NOTICE TO INMATE OF BUREAU OF PRISONS RULES

1. NOTICE TO INMATE OF BUREAU OF PRISONS RULES §541.11. Staff shall advise each inmate in writing promptly after arrival at an institution of:

- a. The types of disciplinary action which may be taken by institution staff;
- b. The disciplinary system within the institution and the time limits thereof (see Tables 1 and 2)];
- [c. The inmate's rights and responsibilities (see §541.12);]

See Chapter 3 for the list of inmate rights and responsibilities.

- [d. Prohibited acts and disciplinary severity scale (see §541.13, Tables 3, 4, and 5); and]

Tables 3, 4, and 5 are located on pages 3, 13, & 18 of Chapter 4.

[e. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time (see Table 6).]

2. PAMPHLET - The information identified in paragraph (1)(a)through (e) of this Chapter is to be provided in pamphlet form to each inmate as part of the institution's admission and orientation program. A signed receipt is to be obtained from each inmate acknowledging that a copy of the pamphlet was received.

To the extent reasonably available, a qualified staff member or translator is to help the inmate who has a language or literacy problem obtain an understanding of Bureau rules on inmate discipline. When a significant portion of the inmate population speaks a language other than English, the pamphlet of rules is to be made available in that language.

SUMMARY OF DISCIPLINARY SYSTEM

Definitions:

a. Investigating Officer. The term Investigating Officer refers to an employee of supervisory level who conducts the investigation concerning alleged charge(s) of inmate misconduct. The Investigating Officer may not be the employee reporting the incident, or one who was involved in the incident in question.

For the purposes of this rule, the Investigating Officer is ordinarily a Lieutenant, but the Warden at each institution may appoint another staff member to perform this function.

b. Unit Discipline Committee (UDC). The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions (G through P) for violation of prohibited act(s).

In institutions with Unit Management, the authority to hold initial hearings (UDC) and impose sanctions is ordinarily delegated to the staff members of the inmate's unit team. Wardens shall delegate two or more staff members the authority to hold initial hearings and impose minor sanctions. In emergency situations the Warden may delegate one staff member the authority to hold initial hearings and impose minor sanctions.

c. Discipline Hearing Officer (DHO). This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by § 541.15 before the UDC.

d. Segregation Review Official (SRO). The term Segregation Review Official refers to the individual at each Bureau of Prisons institution assigned to review the status of each inmate housed in disciplinary segregation and administrative detention as required in §§ 541.20 and 541.22 of this rule.

§ 541.20 and 541.22 are located in Chapter 9 of this Program Statement. The SRO must be trained to conduct the required reviews and must be certified in inmate discipline matters. The SRO does not have to be DHO certified. Ordinarily, the Segregation Review Official will be the Captain.

Incident Reports and Investigations: The Bureau of Prisons encourages informal resolution (requiring consent of both parties) of incidents involving violations of Bureau regulations. However, when staff witnesses or has a reasonable belief that a violation of Bureau regulations has been committed by an inmate, and when staff considers informal resolution of the incident inappropriate or unsuccessful, staff shall prepare an Incident Report and promptly forward it to the appropriate Lieutenant. Except for prohibited acts in the Greatest or High Severity Categories, the Lieutenant may informally dispose of the Incident Report or forward the Incident Report for investigation consistent with this section. The Lieutenant shall expunge the inmate's file of the Incident Report if informal resolution is accomplished. Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.**

A record of any informal resolution in the 300 or 400 codes (whether between the inmate and the writer of the report, the inmate and the Lieutenant, or the inmate and the UDC) is to be maintained by the Captain. The record is to reflect the inmate's name, register number, subject of the informal resolution, and the agreed upon disposition. This procedure should enable the Captain, and others as necessary, to monitor the informal resolution process. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which they were suspended. The time requirements then begin running again, at the same point at which they were suspended.

The reporting employee should complete immediately Part 1 of the Incident Report. The incident is to be one

which contains the reported compound detected in the urinalysis. In the second situation, the investigator should confirm that the inmate was authorized to take the stated medication. When necessary, the investigator should ask the Correctional Services Administrator, Regional Office to contact the testing laboratory to determine if the combined medication could result in a "false positive" test. Institution staff should not contact the testing laboratory themselves.

With respect to urine testing, it is noted that while an inmate can challenge the results of the urine test, and this may be investigated by the investigator and considered by the discipline committee(s), the validity or accuracy of the testing process itself is not subject to investigation by the investigator or consideration by the DHO. This requirement is necessary because neither the investigator nor the DHO has the experience necessary to assess the validity or accuracy of the laboratory process.

An inmate who wishes to challenge the testing process should be advised to use the Administrative Remedy Procedure. An inmate can challenge the proper handling of the sample, and evidence challenging that aspect of the process should be investigated and considered. The investigator should talk to those persons with direct and relevant information, and summarize their statements. The disposition of evidence should be recorded. Often, the investigator will want to talk to the reporting employee to obtain a report firsthand and to clarify any question(s) the investigator may have. Under Comments and Conclusions, the investigator may include the investigator's:

- (a) comments on the inmate's prior record and behavior,
- (b) analysis of any conflict between witnesses, and conclusions of what in fact happened.

Staff who are involved in preparation of incident reports and in investigations are referred to Chapter 7, page 5, for guidelines on the use of confidential informant information.

Initial Hearing The Warden shall delegate to one or more institution staff members the authority and duty to hold an initial hearing upon completion of the investigation. In order to ensure impartiality, the appropriate staff member(s) (hereinafter usually referred to as the Unit Discipline Committee (UDC)) may not be the reporting or investigating officer or a witness to the incident, or play any significant part in having the charges referred to the UDC. However, a staff member witnessing an incident may serve on the UDC where virtually every staff member in the institution witnesses the incident in whole or in part. If the UDC finds at the initial hearing that an inmate has committed a prohibited act, the UDC may impose minor dispositions and sanctions. When an alleged violation of Bureau rules is serious and warrants consideration for other than minor sanctions, the UDC shall refer the charges to the Discipline Hearing Officer for further hearing. The UDC must refer all greatest category charges to the DHO. The following minimum standards apply to initial hearings in all institutions.

- a. Staff shall give each inmate charged with violating a Bureau rule a written copy of the charge(s) against the inmate, ordinarily within 24 hours of the time staff became aware of the inmate's involvement in the incident.
- b. Each inmate so charged is entitled to an initial hearing before the UDC, ordinarily held within three work days from the time staff became aware of the inmate's involvement in the incident. This three work day period excludes the day staff became aware of the inmate's involvement in the incident, weekends, and holidays.

For example, if staff become aware of an inmate's involvement in the incident on a Tuesday and provide the inmate with a copy of the report on Tuesday, the three work day period starts the following day, Wednesday. The UDC hearing must ordinarily be held by Friday.

- c. The inmate is entitled to be present at the initial hearing except during deliberations of the decision maker(s) or when institutional security would be jeopardized by the inmate's presence. The UDC shall clearly document in the record of the hearing reasons for excluding an inmate from the hearing. An inmate may waive the right to be present at this hearing provided that the waiver is documented by staff and reviewed by the UDC. A waiver may be in writing, signed by the inmate, or if the inmate refuses to sign a waiver, it shall be shown by a memorandum signed by staff and witnessed by a second staff member indicating the inmate's refusal to appear at the hearing. The UDC may conduct a hearing in the absence of an inmate when the inmate waives the right to appear. When an inmate escapes or is otherwise absent from custody, the UDC shall conduct a hearing in the inmate's absence at the institution in which the inmate was last confined.

- d. The inmate is entitled to make a statement and to present documentary evidence in the inmate's own behalf.
- e. The Unit Discipline Committee may drop or informally resolve any Moderate or Low Moderate charge. The UDC shall expunge the inmate's file of the Incident Report if the charge is dropped or informal resolution is

representative appear in the inmate's behalf at this hearing.

Staff shall ask an inmate to list on the appropriate form (Notice of Institution Discipline Committee Hearing Before the Discipline Hearing Officer (DHO) - see Chapter 10) all witnesses (including outside witnesses) requested to appear whether they are allowed to appear or are excluded by the DHO. Unless a witness is listed in advance of the hearing the witness ordinarily will not be called before the DHO.

If an inmate has waived the right to appear before the Unit Discipline Committee, the UDC shall ensure that a staff member advises the inmate of the rights afforded at a hearing before the Discipline Hearing Officer (Inmate Rights at Discipline Hearing and Notice of Discipline Hearing Before the Discipline Hearing Officer (DHO) - see Chapter 10).

j. When the Unit Discipline Committee holds a full hearing and determines that the inmate did not commit a prohibited act of High, Moderate, or Low Moderate Severity, the UDC shall expunge the inmate's file of the Incident Report and related documents. The UDC must refer to the Discipline Hearing Officer all incidents involving prohibited acts of Greatest Severity.

k. The UDC may extend time limits imposed in this section for a good cause shown by the inmate or staff and documented in the record of the hearing.

The UDC is to be notified by appropriate staff (e.g., investigating officer) when it appears that an extension of time limits is necessary. The UDC is to ensure that the inmate is advised of the delay, including, where appropriate, the reasons for the delay.

The Warden's approval is required for any extension beyond five work days. When staff decide and approve the extension, the inmate is to be provided with written reasons for the extension, and a copy of the reasons is to be made a part of the UDC record.

Discipline Hearing Officer:

a. Each Bureau of Prisons institution shall have an independent hearing officer (DHO) assigned to conduct administrative fact-finding hearings covering alleged acts of misconduct and violations of prohibited acts, including those acts which could result in criminal charges. In the event of a serious disturbance or other emergency, or if an inmate commits an offense in the presence of the DHO, an alternate Discipline Hearing Officer will be appointed to conduct hearings with approval of the appropriate Regional Director. If the institution's DHO is not able to conduct hearings, the Warden shall arrange for another DHO to conduct the hearings. This person must be trained and certified as a DHO, and meet the other requirements for DHO.

b. In order to insure impartiality, the DHO may not be the reporting officer, investigating officer, or UDC member, or a witness to the incident or play any significant part in having the charge(s) referred to the DHO.

c. The Discipline Hearing Officer shall conduct hearings, make findings, and impose appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by §541.15 before the UDC. The DHO may not hear any case or impose any sanctions in a case not heard and referred by the UDC. Only the Discipline Hearing Officer shall have the authority to impose or suspend sanctions A through F.

d. The Warden at each institution shall designate a staff member, hereinafter called the Segregation Review Official (SRO), to conduct reviews of inmates placed in disciplinary segregation and administrative detention.

Special Housing Unit (SHU) Status: There are two types of status in SHU. These are Administrative Detention and Disciplinary Segregation. SCP, Marion inmates will be housed in SHU at the main institution. There are also occasions when SCP, Marion inmates are housed under contract at local community jails.

Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same privileges as those in general population. The use of telephone for an inmate in Administrative status, is limited to one call every thirty days, as stated in Bureau Program Statement 5270.07, entitled Inmate Discipline. An inmate may be placed in A/D when an inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or hearing for a violation of Bureau Regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.

f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.

Table 6 contains a chart showing the maximum amount of good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration of statutory good time. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

NOTE: Aiding another person to commit any of the following listed prohibited acts, attempting to commit any of the following listed prohibited acts, and making plans to commit any of the following listed prohibited acts, shall be considered the same as a commission of the offense itself.

Greatest Category: The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

GREATEST SEVERITY PROHIBITED ACTS

CODE

PROHIBITED ACTS

- | | |
|-----|---|
| 100 | Killing |
| 101 | Assaulting any person (including sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate). |
| 102 | Escape from escort; escape from a secure institution (low, medium, high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence. |
| 103 | Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity; e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329). |
| 104 | Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition. |
| 105 | Rioting. |
| 106 | Encouraging others to riot. |
| 107 | Taking hostage(s). |
| 108 | Possession, manufacture or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g. hack-saw blade). |
| 109 | Not to be used. |
| 110 | Refusing to provide a urine sample or to take part in other drug abuse testing. |

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 198) or Conduct Which Disrupts (Code 199), the DHO, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO finds is most comparable. Example: "We find the act of 199 to be of Greatest severity, most comparable (like) to prohibited act Encouraging Others to Riot."

Possession/Introduction of a Cellular Telephone will be charged Code 199 Disruptive Conduct, most like Code 108, Possession of Hazardous Tool.

Possession/Introduction of tobacco may be charged as Code 199, Disruptive Conduct, most like Code 113, Possession of Drugs

The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.

HIGH SEVERITY PROHIBITED ACTS

<u>CODE</u>	<u>PROHIBITED ACTS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions—without violence.
201	Fighting with another person.
202	Not to be used.
203	Threatening another with bodily harm or any other offense.
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
205	Engaging in sexual acts.
206	Making sexual proposals or threats to another.
207	Wearing a disguise or a mask.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any locking device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
209	Adulteration of any food or drink.
210	Not to be used.
211	Possessing any officer's or staff clothing.
212	Engaging in, or encouraging a group demonstration.
213	Encouraging others to refuse to work, or to participate in a work stoppage.
214	Not to be used.
215	Introduction of alcohol into BOP facility.
216	Giving or offering an official or staff member a bribe, or anything of value.
217	Giving money to, or receiving money from, any person for the purposes of introducing contraband or for any other illegal or prohibited purposes.

- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.

(2) **High Category Offenses.** The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.** Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 298) or Conduct Which Disrupts (Code 299), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 299 to be of High severity, most comparable (like) to prohibited act Engaging in a Group Demonstration."

MODERATE SEVERITY PROHIBITED ACTS

<u>CODE</u>	<u>PROHIBITED ACTS</u>
300	Indecent Exposure
301	Not to be used.
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	Refusing to work, or to accept a program assignment.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110).
308	Violating a condition of a furlough.

nature.) This charge is to be used only when another charge of moderate severity is not applicable.

- 399 Conduct which disrupts or interferes with the orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning or attempting to have an unauthorized meeting would be coded 315A.

SANCTIONS AVAILABLE FOR MODERATE SEVERITY PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1 - 14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 15 days).
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, moves, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.

(3) Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. **The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year. (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time).** The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 398) or Conduct Which Disrupts (Code 399), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 399 to be of Moderate severity, most comparable (like) to

- G. Loss of privileges: commissary, moves, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.
- O. Reprimand,
- P. Warning.

Sanction B.1 may be imposed on the Low moderate category **only** where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (policy reference 5270.7, Chapter 4, Page 16).

(4) Low Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. **The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates current anniversary year (i.e, the twelve month period of time for which an inmate may be eligible to earn good conduct time).** The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 498) or Conduct Which Disrupts (Code 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 499 to be of High severity, most comparable (like) to prohibited act Conducting a Business."

TABLE 4 - SANCTIONS

1. Sanctions of the Discipline Hearing Officer (upon finding the inmate committed the prohibited act)

A. Recommend Parole Date Rescission or Retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy program. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

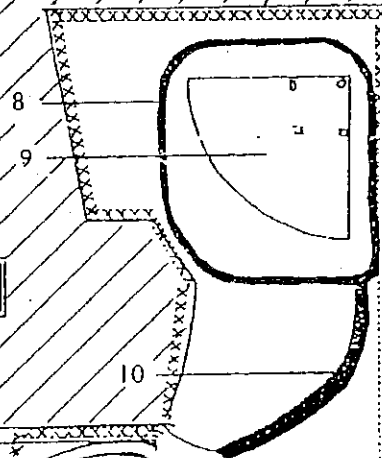
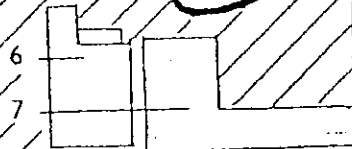
TABLE 5

Sanctions for Repetition of Prohibited Acts Within Same Category

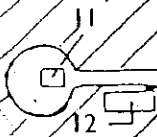
When the Unit Disciplinary Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart).

<u>Category</u>	<u>Prior Offense (Same code) within time period</u>	<u>Frequency of repeated Offense</u>	<u>Sanction Permitted</u>
Low Moderate (400 series)	6 Months	2 nd offense	Low Moderate Sanction plus, 1. Disciplinary Segregation, up to 7 days. 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (EGT sanction may not be suspended)
		3 rd offense	Any sanction available in Moderate (300) and Low Moderate (400)
Moderate (300 series)	12 months	2 nd offense	Moderate Sanctions (A, C, E-N), plus 1. Disciplinary Segregation, up to 21 days. 2. Forfeit earned SGT or non-vested GCT up to 37½% or up to 45 days, whichever is less, and/or terminate or disallow extra good time (EGT) (EGT sanction may not be suspended)
		3 rd offense	Any sanctions available in Moderate (300) and High (200) series
High (200 series)	18 months	2 nd offense	High Sanctions (A, C, E-M), plus 1. Disciplinary Segregation, up to 45 days.

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WOODS

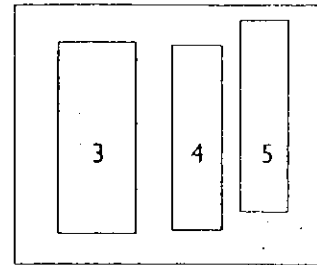


WOODS

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Marion Federal Prison Camp
Inmate Movement Guide
Dated March 1, 1996

See Attached Map Legend

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- 26 -

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- 28 -

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Bureau of Prisons Offices

Central Office

Federal Bureau of Prisons
320 First Street NW
Washington, D.C. 20534.

Regional Offices

Mid-Atlantic Regional Office

10010 Junction Drive, Suite 100-N
Annapolis Junction, Maryland 20701

North Central Regional Office

Gateway Complex Tower II, 8th Floor
4th & State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office

U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road, Suite 300
Dallas, Texas 75219

Southeast Regional Office

3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office

7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568

Recreational Activities at FPC, Marion by Month

Activity	Nov Dec		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Basketball (indoor)	x	x	x	x	x	x	x	x	x	x	x	x
Bocci	x	x	x	x	x	x	x	x	x	x	x	x
Cards	x	x	x	x	x	x	x	x	x	x	x	x
Chess	x	x	x	x	x	x	x	x	x	x	x	x
Dominos	x	x	x	x	x	x	x	x	x	x	x	x
Handball			x	x	x	x	x	x	x	x	x	x
Horse Shoes			x	x	x	x	x	x	x	x	x	x
Ping-Pong	x	x	x	x	x	x	x	x	x	x	x	x
Photographs	x	x	x	x	x	x	x	x	x	x	x	x
Pool	x	x	x	x	x	x	x	x	x	x	x	x
Reading	x	x	x	x	x	x	x	x	x	x	x	x
Racquetball			x	x	x	x	x	x	x	x	x	x
Scrabble	x	x	x	x	x	x	x	x	x	x	x	x
Softball			x	x	x	x	x	x				
Soccer			x	x	x	x	x	x	x	x	x	x
Tennis			x	x	x	x	x					
Volleyball			x	x	x	x	x	x	x	x	x	x
Aerobics (walking)	x	x	x	x	x	x	x	x	x	x	x	x
Jogging	x	x	x	x	x	x	x	x	x	x	x	x
Stationary Bikes	x	x	x	x	x	x	x	x	x	x	x	x
Weightlifting	x	x	x	x	x	x	x	x	x	x	x	x
Movies	x	x	x	x	x	x	x	x	x	x	x	x
Television	x	x	x	x	x	x	x	x	x	x	x	x
League Play	x	x	x	x	x	x	x	x	x	x	x	x
Scheduled tournaments	x	x		x		x		x	x	x	x	
Other events	x	x	x	x	x	x	x	x	x	x	x	x

* Due to variance in Weather some activities may extend or be shorter than indicated.

CONCLUSION: Hopefully, this information will assist inmates in their first days of federal custody, and they will keep the booklet for reference. New commitments should feel free to ask a staff member for assistance, particularly unit staff. New commitments are required to attend the Initial Adjustment program, where these questions would normally be addressed. Inmates are advised to review Institution Supplements located in the Law Library. If the supplement you request is not in the Law Library, submit a request to the Education Department.